

The City of Orangeburg
Parks and Recreation Department
City Gym

410 Broughton Street

Orangeburg, SC 29116

(803) 534-4184

Rental Contract

Name: _____

Date Requested: _____

Time Requested: _____

Address: _____

Phone :() _____

ALL RENTALS HAVE TO BE CONFIRMED AND SIGNED BY A CITY OF ORANGEBURG PARKS AND RECREATION DEPARTMENT EMPLOYEE BEFORE THE AGREEMENT IS BINDING.

Multi-Purpose Room: \$50/2hr.____

Multi-Purpose Room + 1/2 Gym: \$100/2hrs____

Kitchen/Concessions Lounge: \$150/2hrs____

Use of Tarp: \$75/hr. (1/2 Gym) (Min. 4hrs.)____

(Additional Hours)

Multi-Purpose Room: \$25/hr.____

1/2 Gym: \$25/hr.____

Kitchen/Concessions Lounge: \$25/hr.____

Total hours used: _____

***Total Fees*:** _____

Rules of Court Rental

1. Rentals are on a first come first serve basis: Cancellation less than (15) days before the rental due date will result in a forfeiture of your deposit.
2. The City of Orangeburg will provide someone to open and close the facility after the event is concluded.
3. **Absolutely no smoking or alcohol on the premises of the facility. Reports of smoking or use of alcohol will result in forfeiture of deposit and loss of future rental privileges with the City if Orangeburg Parks and Recreation Department.**
4. Any damages to property or equipment will result in an additional fee and the possible lost to engage in future rentals with the department. Facility must be left in proper condition after the conclusion of the event. Pick up all trash and take out. Failure to do so will result in loss of future rental privileges with the City of Orangeburg Parks and Recreation Department.
5. Renters will be responsible for any and all damages that take place within or to the facility under the allotted time for the rental; failure to do so will result in loss of future rentals with the department.
6. For any and all participants engaging in a sporting event will be required to sign a City of Orangeburg issued participation waiver.

- 7. **Any additional vendors being used within the facility must be approved by the department prior to the event.**
- 8. **All fees are due when finalizing the reservation for the facility. Events are for private use only.**
- 9. Refunds will be paid by check and mailed out from city hall within two weeks.
- 10. **No admission fees can be collected via entry, vendors etc. for your rental.**

The undersigned has agreed to rent the premises in good condition and leave it in the same condition as received. The undersigned also agrees to all rules and regulations imposed by the City of Orangeburg Parks and Recreation Department in renting the facility and specifically agrees to indemnify and hold harmless the City of Orangeburg Parks and Recreation Department and its employees for any, and all claims, demands, actions, proceedings, judgments, losses, damages, counsel fees, payments, expenses, and liabilities whatsoever which the undersigned incurs by reason of the use of the facility. Such indemnity shall also apply and all damages or liability that be attributable to the use or unlawful use of alcohol or other illegal substances during the term of the rental. The City of Orangeburg Parks and Recreation Department reserves the right to cancel any event.

This agreement shall be binding upon the undersigned and this agreement shall be construed in accordance with the laws of the State of South Carolina.

Signature of Parks and Recreation Staff

Signature of Renter

Date

Date